

R-E-S-T-R-I-C-T-E-D  
Security Information

OTR

*Handed over  
11/21/59  
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OFFICE OF TRAINING REGULATION NO, 20-2

2 July 1952

SUBJECT: LEAVE, MILITARY OFFICERS ASSIGNED TO OTR

1. GENERAL

a. In accordance with regulations of the Armed Services of the U. S., all military personnel accrue 2 $\frac{1}{2}$  days of leave per calendar month. Annual leave, which is not used by military personnel during a fiscal year, shall accumulate for use in succeeding years until it totals, (but not to exceed), 60 days at the end of the fiscal year.

b. Every attempt will be made to permit military personnel to use accrued leave above the 60-day maximum in order that no leave will be forfeited.

2. ORDINARY LEAVE

a. Individuals requesting leave will submit written request to their Division Chief through their immediate supervisor. Blank leave request forms are available at Personnel Office, OTR. All approved leave requests will be forwarded to Administrative Officer, OTR for processing. Leave orders will be published by the Military Personnel Division and will be picked up by individual concerned at Sergeant-Majors Office in Military Personnel Division, Room 1002, "I" Building. Individuals must sign out when going on leave and sign in when returning from leave. Sign out registers are maintained in Sergeant-Majors Office.

3. EMERGENCY LEAVE

a. In the event an emergency condition arises, requiring immediate leave, supervisors are empowered to grant emergency leave either verbally or in writing provided the necessary leave forms (as outlined in 2. above) are completed as soon as practicable.

4. PASSES

a. Supervisors are authorized to grant military personnel passes (not to exceed 72 hours) without charge to accrued leave. Passes may not be granted to include the duty day immediately preceeding or following a weekend or holiday.

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b. Division Chiefs will establish procedures for the approval of such passes within their units to ensure proper control and discretion is exercised in their use.

c. Officers will sign out when going on pass and sign in when returning from pass. Sign out registers are maintained in Room 1002, "I" Building.



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MATTHEW BAIRD  
Director of Training

Distribution: All OTR Division, Staff, and  
Branch Chiefs

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